

# Accommodations Request Packet

## General Information

It is important that you review all the materials in this packet before you register for the LSAT® and request accommodations so that you will know what your responsibilities are and what information is required from you. Candidates who seek additional test time on a scored section of the LSAT as an accommodation should pay particular attention to the information provided on LSAC.org.

This packet of materials has been prepared for individuals with documented disorders/conditions who want to request testing accommodations for the LSAT. An accommodation is *any* modification in the standard administration of the LSAT. You may refer to the **Day of the Test** section of LSAC.org to determine what is permitted in the test room.

Under the Americans with Disabilities Act (ADA), a disability is defined as an impairment that substantially limits a major life activity. Your documentation must substantiate the current impact of your impairment and how it affects a major life activity related to your ability to take the LSAT under standard conditions. Your documentation must also provide a rationale and an objective basis for the requested accommodations. All files are reviewed on a case-by-case basis.

There are two separate registration periods available for the LSAT: regular registration and late registration. When you register for a specific LSAT administration during the regular registration period, it is important to understand that you are not eligible for late registration for the same LSAT administration. Once you have registered for a test during the regular registration period, you may not withdraw or cancel your registration and reregister for that same test during the late registration period.

**The Law School Admission Council (LSAC) encourages candidates who request accommodations to register for the LSAT and submit the required forms well in advance of the deadline dates noted below.** Registering for the LSAT and requesting accommodations early in the process should facilitate your planning and preparation. Please note that there are **no exceptions** to the following deadlines regarding receipt of documentation, including supplementary information and requests for reconsideration. If you are registered at an international published or nonpublished test center, please refer to LSAC.org for deadline information.

## Test Dates, Regular Registration Deadlines, and Late Registration Deadlines

Test date: Monday, June 6, 2011	Receipt deadline if registering during <b>regular</b> registration	May 3, 2011
	Receipt deadline if registering during <b>late</b> registration	May 13, 2011
Test dates: Saturday, October 1, 2011 and Tuesday, October 4, 2011, for Saturday Sabbath Observers ONLY	Receipt deadline if registering during <b>regular</b> registration	August 30, 2011
	Receipt deadline if registering during <b>late</b> registration	September 9, 2011
Test dates: Saturday, December 3, 2011 and Monday, December 5, 2011, for Saturday Sabbath Observers ONLY	Receipt deadline if registering during <b>regular</b> registration	October 31, 2011
	Receipt deadline if registering during <b>late</b> registration	November 11, 2011
Test dates: Saturday, February 11, 2012 and Monday, February 13, 2012, for Saturday Sabbath Observers ONLY	Receipt deadline if registering during <b>regular</b> registration	January 10, 2012
	Receipt deadline if registering during <b>late</b> registration	January 20, 2012

**Note:** Candidates who register on or near the regular registration deadline or during late registration should be aware that:

- center availability may be significantly limited
- there will be little or no opportunity to rectify deficiencies in documentation or seek reconsideration of LSAC's decision.

You **must** begin the request for accommodations by registering for the LSAT. Requests for accommodations cannot be processed until you are registered for a test. You will need to refer to LSAC.org or call LSAC at 215.968.1001 if you have any questions about registration. If you are approved for accommodations and complete a test center change, we must be notified by the online/phone/fax receipt deadline listed on LSAC.org.

Requests for accommodations are processed in the order in which they are received and according to the next scheduled test administration. Barring unforeseen circumstances, LSAC will attempt to respond to your request within 14 business days of its receipt. You will receive written notification of LSAC's decision via a letter in your online account under **LSAT Status**. Notification that a letter is available will be forwarded to you by e-mail. Therefore, you should ensure that your e-mail address on your account is **accurate** and **current**. **Only** candidates who do not have an online account will receive notification by US mail.

## Reconsideration Process

**If you disagree with LSAC's decision regarding your request for accommodation, you may request reconsideration, in writing, and provide substantive supplemental documentation. All requests for reconsideration and supporting documentation must be received by the deadline associated with your registration for an administration of the LSAT.** Requests for reconsideration will be reviewed after all initial requests for an administration of the LSAT have been processed.

All test takers are subject to the policies provided at LSAC.org **unless specifically modified in writing by LSAC in a particular case**. There may be an exception to the test-taker limit policy if you request testing accommodations for a previously undisclosed or unknown disorder/condition.



# Steps to Follow When Requesting Accommodations

**The forms currently available at LSAC.org must be used.**

**Note:** Requests for accommodations cannot be reviewed until you are registered for the LSAT and all of the following are received by LSAC: (1) an LSAT Candidate Form, (2) an LSAT Evaluator Form completed by a qualified/licensed professional who is familiar with the impact of your disorder/condition on a major life activity that affects your ability to perform on the LSAT or other similar, timed, standardized admission tests, and (3) the relevant Cognitive, Psychological, Vision, or Physical Evaluation Report(s) and results of past standardized tests such as the SAT/ACT (see page C2). **Please do not staple documentation.**

**The following checklists have been prepared to assist you in submitting the required information regarding your disorder/condition. Incomplete documentation will delay the processing of your request.** Please note that additional documentation may be requested after the initial review is conducted.

## **For all disorders/conditions:**

completed 2011–2012 Candidate and Evaluator Forms (C1, C2, C3, and C4 [if applicable], and E1 and E2), one for each evaluator.

a complete score report for past standardized tests such as the SAT, ACT, GRE, etc., taken with and/or without accommodations.

verification from the testing agency of past accommodations.

To request accommodations based on a **Cognitive/Psychological** impairment, please provide all of the following:

psychoeducational/neuropsychological testing and full diagnostic report that complies with the information referenced in the LSAC **Guidelines for Documentation of Cognitive Impairments**; all standard scores based on age must be provided. Candidates requesting accommodations for a psychological disorder must provide a personality assessment such as the MMPI-2 or the MCMI-III.

comprehensive aptitude and achievement testing. The achievement testing must include a timed reading comprehension measure. The NDRT may not be substituted for a diagnostic battery; it should be administered as a timed measure as part of comprehensive achievement testing.

candidates requesting accommodations other than additional test time based on a psychological disorder must provide a full psychological report to include personality testing such as the MMPI-2 or the MCMI-III. The report needs to support the diagnosis and should address areas such as the severity of the condition, current treatment, impact of the disorder, etc.

To request accommodations based on a **Visual** impairment, please provide the following:

detailed Vision Evaluation Report; all sections must be completed by your evaluator.

To request accommodations based on a **Physical/Medical** impairment, please provide the following:

detailed Physical Evaluation Report; all sections must be completed by your evaluator.

candidates requesting additional time based on a hearing impairment need to provide a comprehensive psychoeducational assessment.

The **Authorization to Release Information** is an **optional** form for candidates who request additional time on the scored sections of the LSAT. Candidates who want the documentation/information related to their requests for accommodations to accompany their law school report(s) should complete this form (page C4) and return it to LSAC Accommodated Testing. Once you authorize LSAC to release information, unless you revoke your authorization in writing that bears your signature and the date, this information will accompany all future LSAT/Credential Assembly Service reports.

**Note: If the required documentation related to your condition is not received, your file will not be reviewed until LSAC is in receipt of the necessary information. For candidates who fail to register, or for requests for accommodations that are received after the deadline associated with your LSAT registration, your documentation will not be reviewed.**

**Note: When accommodations are granted, they are generally available for one calendar year upon your written request by the deadline associated with your registration.**

**Note: LSAC reserves the right to make final judgment concerning testing accommodations. For candidates who have been granted accommodations, we will send you and the test center supervisor written confirmation of your approved accommodations. Please note that we cannot guarantee that your accommodations will be made at the center at which you are currently registered. Additionally, your test may be scheduled for an alternate day. Only LSAC has the right to modify accommodations granted to test takers. All standard test center regulations will apply to accommodated administrations, unless specifically modified in writing by LSAC. Unauthorized changes to approved accommodations or standard test conditions made by the testing supervisor or the candidate may result in the invalidation of your test score.**

Return all accommodated testing-related requests and forms to:

**E-mail:** [accom@LSAC.org](mailto:accom@LSAC.org); **place name and LSAC account number in the subject line.**

**Fax:** 215.504.1420 (available 24 hours daily)

**US Mail:** LSAC Accommodated Testing, PO Box 8512, Newtown PA 18940-8512

**Courier Service:** LSAC Accommodated Testing, 662 Penn Street, Newtown PA 18940-0995